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Memorandum

TO : Director of Training
THRU : Chief, Operations School
FROM : Chief, Headquarters Training

DATE: 14 November 1962

SUBJECT: Weekly Activities Report No. 40 - 8-14 November 1962

A. SIGNIFICANT ITEMS

Nothing to report.

B. OPERATIONS FACULTY

1. Information Reporting, Reports, and Requirements (IRRR)

25X1A9a [REDACTED] of OTR is continuing tutorial instruction in IRRR.

2. Counterintelligence Familiarization (CI/FAM)

25X1A14a Course No. 34 began on 13 November with a final enrollment of eleven students, two persons having cancelled before the course began.

3. [REDACTED]

Course No. 6 ended on 16 November. Training reports and a course report are in progress.

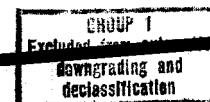
25X1A9a 4. I am continuing to audit as much as possible of the Operations
25X1A9a Support Course, and Mr. [REDACTED] and I will be in a position to discuss it with Mrs. [REDACTED] and members of the Operations Support Faculty in the near future.

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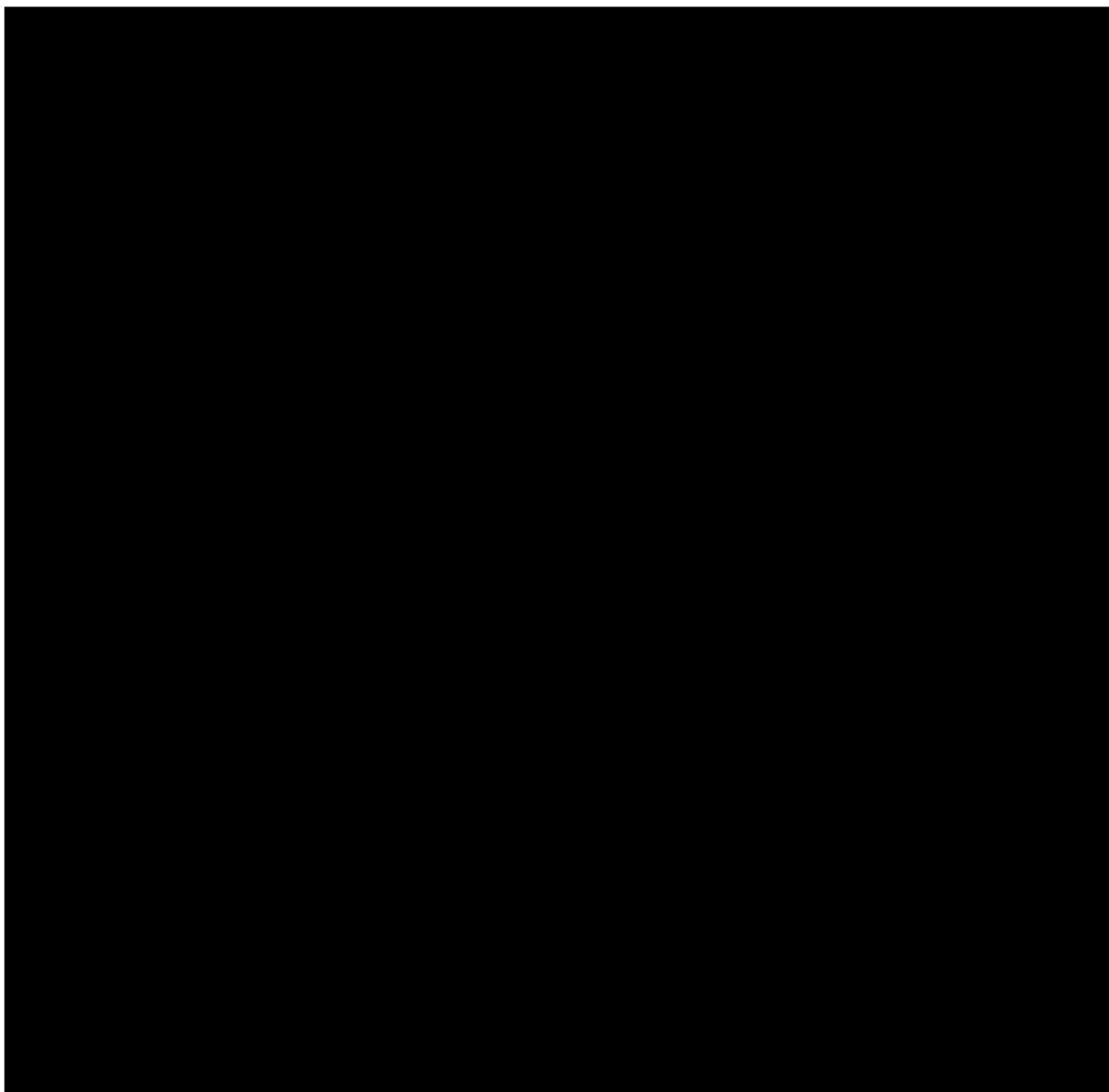
C. OPERATIONS SUPPORT FACULTY

[REDACTED]

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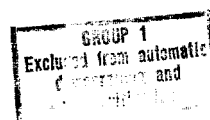
7. At the request of Mr. [REDACTED] briefed a group of field security officers on the features of the new pay plan and retirement act. 25X1A9a

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8. [REDACTED] tutored a former student in Class B Accounting procedures, as she did not fully understand the material while in the Course. The tutoring was provided at her request.

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9. The Training Liaison Office of the African Division suggested that [REDACTED] explore the possibility of providing instruction



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to incoming clericals on the format of cable and dispatches. [REDACTED] checked with the Office of Personnel as to the numbers and regularity of incoming DDP clericals. The number varies from none to fifteen. It would be difficult to plan any regular schedule of instruction on this basis. If a need is indicated by other training liaison offices, a quarterly session on cable and dispatch format could be arranged.

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10. [REDACTED] participated in the Dependents' Briefing on 7 November.

11. A former student was given twenty hours of tutorial training in Type II Property and Class B Accounting.

D. ADMINISTRATION

Nothing to report.

[REDACTED] 25X1A9a

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